



Job Description – Research Analyst or Senior Research Analyst

The Company

Crescendo Consulting Group is a woman-owned boutique consulting firm specializing in community needs assessments, strategic planning, evaluations, and HUD consolidated plans. Its clients include hospitals, health systems, behavioral health treatment organizations, public health departments, community action agencies, municipalities, and other organizations across the United States.

Crescendo's mission is to positively change the lives of the people, organizations, and communities we serve through an integrated set of consulting and management services. In recent years, Crescendo has worked with clients in Maine, New Hampshire, Florida, Texas, California, Arizona, Alaska, and more. For more information about the firm, please visit our website www.crescendocg.com.

The Position

Crescendo Consulting Group is seeking a high-energy, independent, and enthusiastic individual for the position of Research Analyst or Senior Research Analyst (dependent on qualifications) working remotely in the continental United States. This is an early career-level position and candidates must legally be able to work within the United States.

The primary focus of the analyst is work as part of a team on a wide range of community needs assessments, HUD consolidated plans, project management, and research projects. The successful candidate will have a talent for oral, written, and digital communications, excellent attention to detail, and strong writing, organizational, and communication skills.

Being resourceful, creative, analytical, team-oriented, and intellectually curious are also important attributes. Willingness to learn is a must. The salary range for this early career-level position is \$45,000 to \$60,000 depending on education, work experience, and skills.

Job Responsibilities

- Pull population, public health, and housing secondary data (i.e., US Census Bureau, CDC, state health departments, etc.)
- Create tables, charts, and other data visualizations for reports in Excel and Word
- Conduct stakeholder interviews and focus groups via telephone, Zoom, or in-person
- Create online and paper-based surveys and analyze survey data
- Analyze quantitative and qualitative data to write a comprehensive summary report in Word
- Attend project meetings with Crescendo staff and clients
- Client travel within the United States (approximately 3-5 days every couple of months)

Research Analyst minimum requirements include:

- Bachelor's degree plus 2-3 years of relevant experience in healthcare, social work, or similar field

- Proficient in Microsoft, especially Excel and Word
- Experience with Microsoft Windows-based file systems
- Excellent written and oral communications, including report writing
- Excellent data analytics skills, including basic statistics and data visualization
- Attention to detail
- Willingness to learn
- Excellent time management skills and the ability to balance multiple projects
- Prompt and clear communication with supervisors and colleagues

Senior Research Analyst minimum requirements include:

- Master's degree plus 1-2 years of relevant experience in healthcare, social work, or similar field
- Proficient in Microsoft, especially Excel and Word
- Experience with Microsoft Windows-based file systems
- Excellent written and oral communications, including report writing
- Excellent data analytic skills, including basic statistics and data visualization
- Demonstrated project management skills
- Attention to detail
- Willingness to learn
- Excellent time management skills and the ability to balance multiple projects
- Prompt and clear communication with supervisors and colleagues

Ideally, the successful candidate will also have:

- Proficiency in speaking and writing in Spanish
- Strong understanding of social determinants of health and core public health competencies
- An entrepreneurial spirit
- Experience conducting interviews and/or focus groups

Benefits:

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| • Performance-based annual bonuses | • 401k with company match |
| • Full-time salary with PTO and paid holidays | • Remote position |
| • Company paid medical insurance | • Wellness benefits |
| • Dental insurance | • Paid volunteer time and matched charity donations |
| • Company paid short and long-term disability insurance | |

To Apply:

Interested candidates should email a resume and cover letter to:

Kevin Koegel

kkoegel@crescendocg.com

Should we choose to invite you to an interview, a writing sample will be required.